

SMART Response Cheat Sheet:

There are 2 ways to administer a SMART Response file:

1. Anonymous
2. Sign in required.

Anonymous mode will give results on the percentage of the class that answered a question correctly/incorrectly.

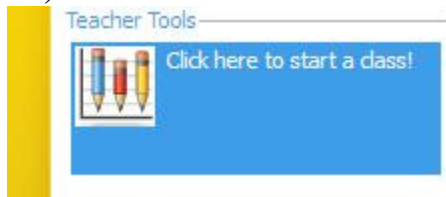
Use “sign in required” if you want to use the Senteo to grade a test or know what each student answered on each question.

Plug in the Senteo USB receiver into the front of the computer

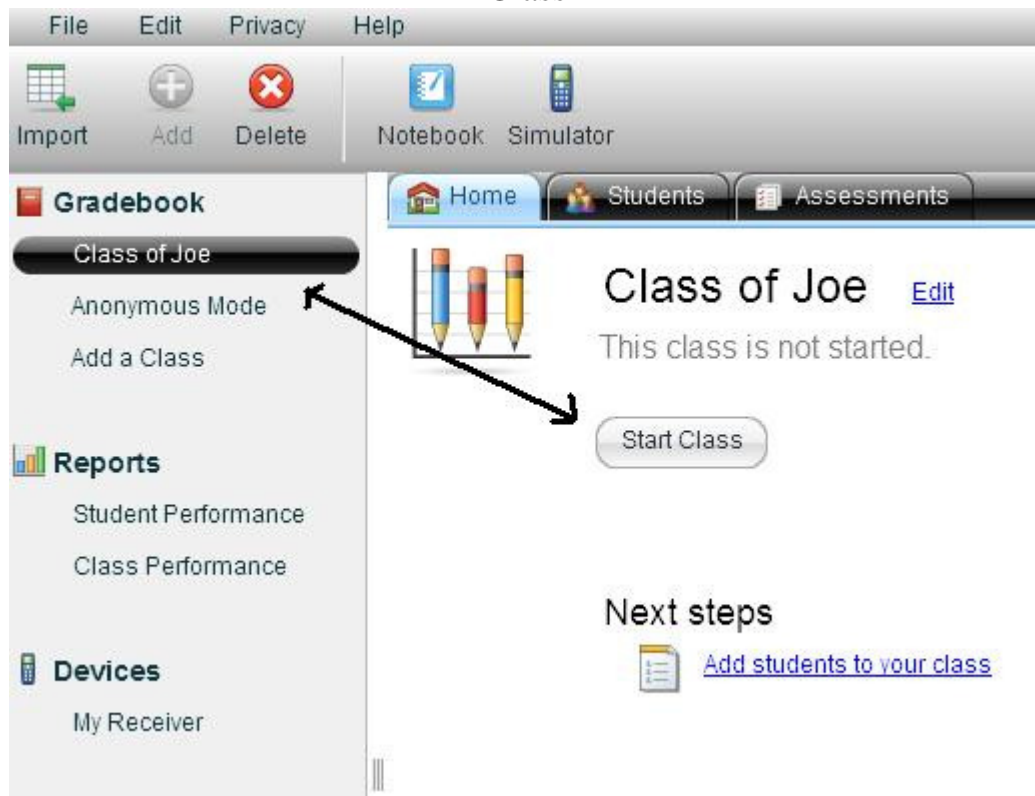


Click on the Yellow-icon at the Bottom right of your screen  (Smart response)

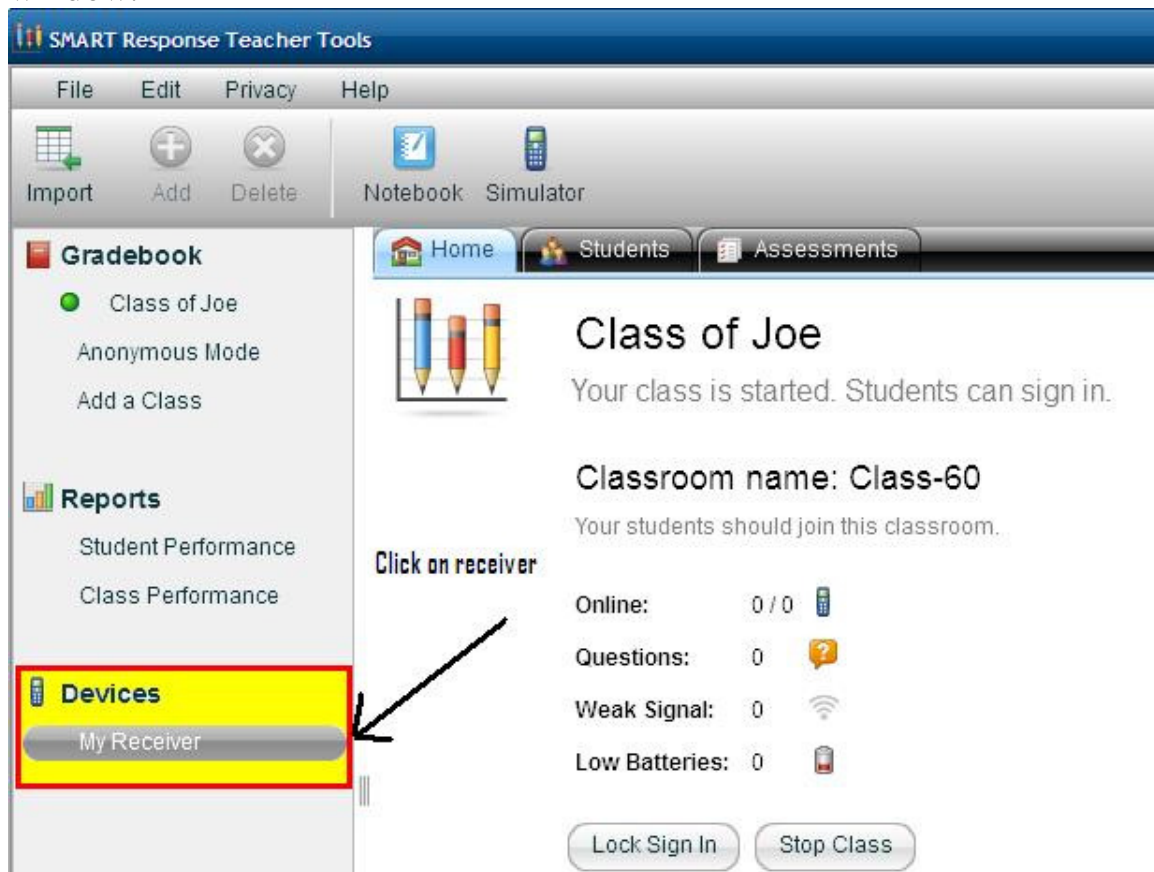
From the pop-up menu, choose Teachers Tools (Click here to start a class)



Select your class and then click Start Class

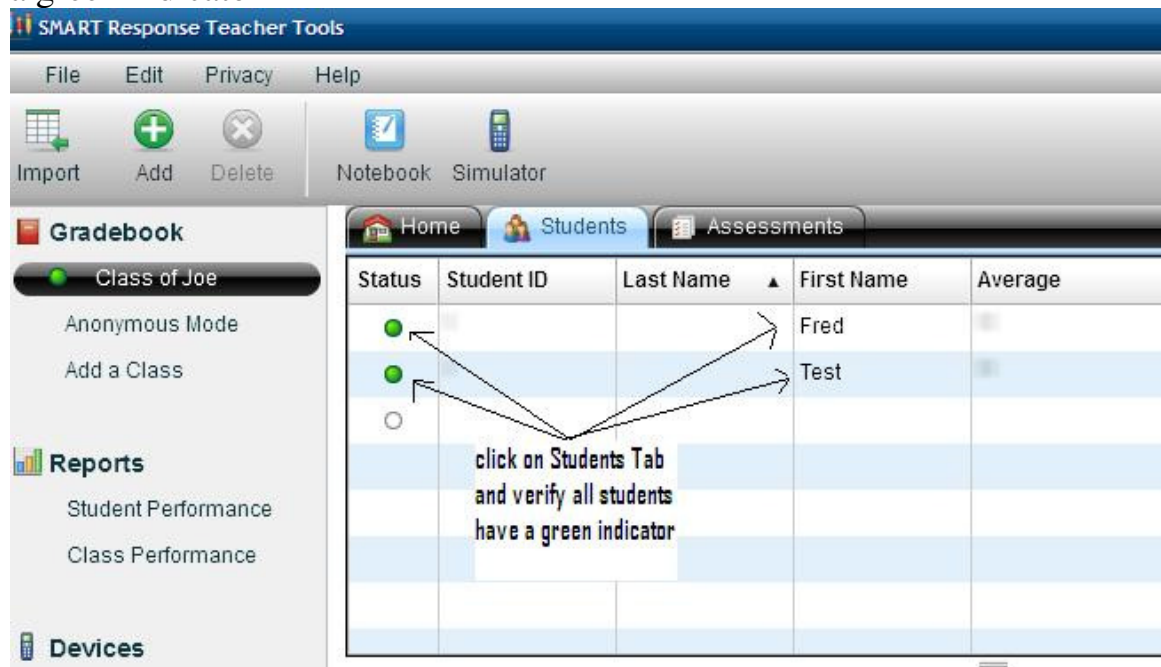


Select the “My Receiver” tab. The Classroom name shows at the top of the window:



1. Students: power on the Senteo clickers by holding in the top left green button for 2 seconds.
2. Students: Click the down yellow arrow on the clicker. Select Find a Class.
3. Students: click the enter button to join the class name.

On the Smart Response manager screen, make sure the clickers all have a green indicator



Now minimize the manager window and start your test by double clicking the test you want to run.

Converting a Notebook question into a Senteo question:

1. Load up the Notebook file
2. Find the page with the question.
3. Click on Insert-SMART Response Question.
4. Choose a type of question.
5. Click next 3 times.
6. Now select the correct answer or type it in.
7. Letters and numbers will appear on your Notebook page. Don't delete these since the Senteo needs them

Converting a PowerPoint Test or Promethean Flipcharts into Notebook format

This can only be done on a **Windows computer** that has Office 2003 or Office 2007 AND Notebook 10.

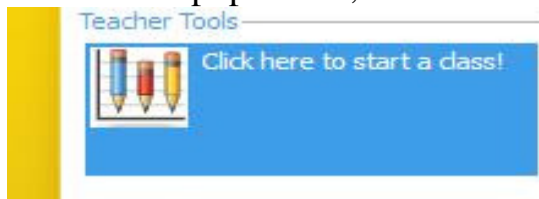
1. Load up Notebook 10
2. Click on file-import and find the PowerPoint or Promethean Flipchart
3. Notebook will automatically transfer the text and images to Notebook.
Links and animations will not transfer.

Importing a class list from Excel

1. Type up an Excel file with these headings: **Student ID, Last Name, First name** for your headers in row 1. **Make sure you don't add any spaces before or after the headings or the file won't import.**

| | A | B | C |
|---|------------|-----------|------------|
| 1 | Student ID | Last Name | First Name |
| 2 | 1 | Krueger | Fred |
| 3 | 2 | Monkey | Test |

2. Click on the yellow-icon at the Bottom Right of your screen
3. From the Popup menu, choose Click here to start a class



4. Click on [To work with class lists](#)
5. Select Add a class
6. Fill out the appropriate info then click ADD
7. Select Add students to your class
8. Select your class
9. Select Import From -Microsoft Excel
10. Select your class list and click OPEN
11. Import is complete

Administering the Senteo Test:

The Senteo Notebook file should be already opened. There are two choices for administering the Senteo test.

Students get all questions at once. Good for giving a paper copy test.

1. Use the Senteo to give a test to your students. Give each student a paper copy of the test. Make sure you have a Senteo title page for your first page. If you don't, add a title page by clicking on Senteo-insert Title page.
2. Select After you stop collecting responses so students don't see their grades until everyone is done with the test or choose don't show grades on the clickers if you don't want the students to see their test grade.
3. Click the Start button. Students will then be able to answer all the questions on the test using their Senteo clickers. The student can delete and change answers by using the arrow buttons and clicking on the DEL button on the clickers.

Students get questions one at a time. Good for in class assessment.

1. Start test
2. Advance screen to each question.
3. After all students have answered. Click the stop button.

Saving or Exporting Results

1. Save the Notebook file.
2. Click on Senteo menu-export results to web page or CSV (Excel).

OR

1. Click on file-print. Choose results. It will print every student's test with a question per page.

Senteo Notebook files can be downloaded from these websites:

<http://education.smarttech.com/ste/en-US/Ed+Resource/Lesson+activities/Senteo/USA/default.htm>

* <http://exchange.smarttech.com/search.html?&sf=dl&m=04> * <<<

<http://technology.usd259.org/resources/whiteboards/smartlessons.htm>

<http://exchange.smarttech.com/search.html?m=3&q=senteo>